OFFICIAL ORGANIZATION HANDBOOK



UNITED STATES DEPARTMENT OF THE INTERIOR

DEPARTMENT OF THE INTERIOR Official Organization Handbook

FOREWORD

The Official Organization Handbook is the basic organizational directive of the Department of the Interior. It presents authoritative information on the objectives of the Department, the functions performed by the constituent bureaus, and the structure of their headquarters and field organizations. The Handbook should be used as a working tool in the systematic review and appraisal of activities by responsible officials at each level of organization - a major element in the Department's management improvement program. The clear understanding of organization structure and division of functions that the Handbook affords is an important prerequisite of continuing management improvement.

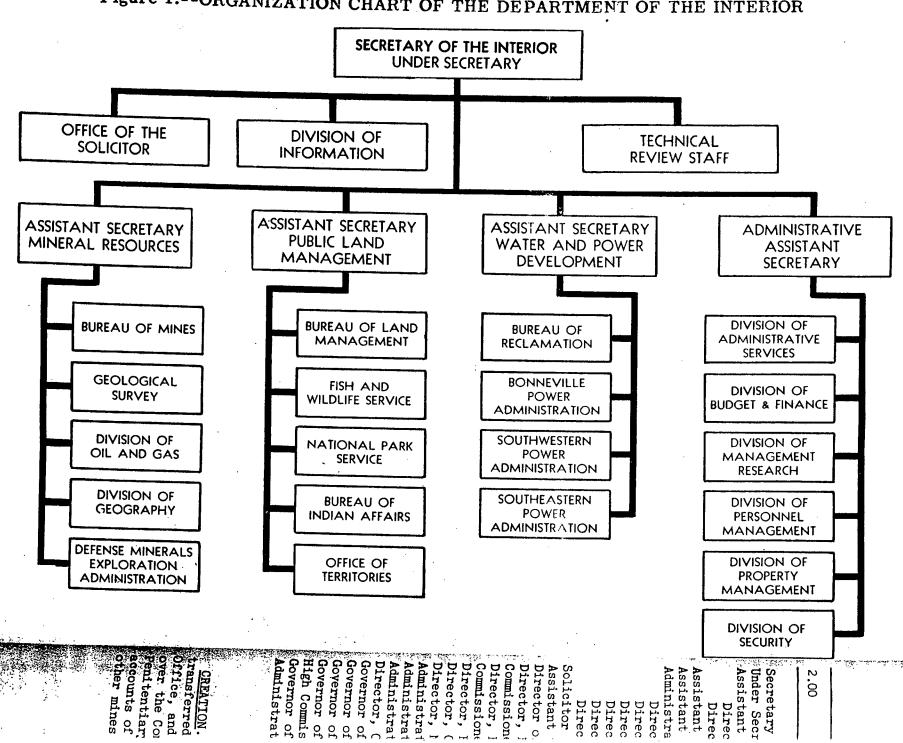
Changes in organization are effected by the issuance of new pages in the Handbook. The signature on the release transmitting the new pages constitutes approval of the change. In this manner the Handbook can be kept current with a minimum of effort and expense.

The more complete and accurate its contents, the more effective the Official Organization Handbook will be as a working tool in the management of the Department. I look to the bureaus to maintain continuing review of their organization and functions and initiate action to correct deficiencies or inaccuracies in the Handbook, so that it may better serve their needs.

Secretary of the Interior

May 1953

Figure 1.--ORGANIZATION CHART OF THE DEPARTMENT OF THE INTERIOR



June

1954, (Release

No.

DIVISION OF SECURITY

DEPARTMENT OF THE INTERIOR Official Organization Handbook

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Secretary	Douglas McKay
Secretary	Raiph A. Tudor
Aggistant Secretary	Felix E. Wormser
Director of Geography	Meredith F. Burrill
Director of Oil and Gas	H. A. Stewart
registant Secretary	Orme Lewis
Assistant Secretary	Fred G. Aandahl
Administrative Assistant Secretary	D. Otis Beasley
Director of Administrative Services (Chief Clerk)	Floyd E. Dotson
Director of Budget and Finance	Sidney D. Larson
Director of Management Research	Arthur B. Jehens
Director of Personnel	Guy W Numbers
Director of Property Management	N O Wood Jr
Director of Security	I Cordell Moore
pirector of Security	Clarence A Devic
Solicitor Piperstand of Information	Town Courth
Assistant to the Secretary and Director of Information	Taba C. Mana
Director of Technical Review Staff	John G. Marr
Director, Bureau of Land Management	Edward wooziey
Commissioner of Indian Affairs	
Director, Bureau of Mines	
Commissioner of Reclamation	
Director, Fish and Wildlife Service	
Director, Geological Survey	
Director, National Park Service	
Administrator, Bonneville Power Administration	
Administrator, Southwestern Power Administration	
Administrator, Southeastern Power Administration	Charles W. Leavy
Director, Office of Territories	
Governor of Alaska	B. Frank Heintzleman
Governor of American Samoa	R. Barrett Lowe
Governor of Guam	Ford Q. Elvidge
Governor of Hawaii	Samuel Wilder King
High Commissioner of the Trust Territory of the Pacific Islands	
Governor of the Virgin Islands	
Administrator, Defense Minerals Exploration Administration	
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GENERAL

CREATION. The Department of the Interior was created by act of March 3, 1849, which transferred to it the General Land Office, the Office of Indian Affairs, the Pension Office, and the Patent Office. The Department also had responsibility for supervision over the Commissioner of Public Buildings, the Board of Inspectors and the Warden of the Penitentiary of the District of Columbia, the census of the United States, and the accounts of marshals and other officers of the United States courts, and of lead and other mines of the United States.

June 1954 (Release No. 11)

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CHAPTER 3.00 - OFFICE OF THE SECRETARY

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3.06a The DIVISION OF ADMINISTRATIVE SERVICES, under the direction of the Chief Clerk of the Department, formulates and develops policies and procedures and provides coordination for a program of administrative services for the Department; initiates and enforces departmental regulations relating to administrative services; represents the Department in its relationships with the Government Printing Office and the Joint Committee on Printing of the Congress of the United States; processes and promulgates departmental regulatory releases; is responsible for the authentication of official records and the fixing of charges for copies of such records; approves the designation of certifying officers and requisite bonds, as well as performance bonds, for the bureaus and offices; coordinates all matters relating to the procurement, assignment, use and maintenance of and issues regulations governing space in buildings occupied by the Department in Washington and coordinates all matters relating to the acquisition and use of space outside the District of Columbia, including liaison with the General Services Administration and the Post Office Department. The Division is responsible for providing centralized services for the Department in Washington, including printing and binding, duplicating, telephone, photographic, warehousing and shipping, and library services; operates dispensaries for emergency treatments -- and maintains financial control of a revolving fund to provide such centralized services on a reimbursable basis; performs budget, finance, procurement, property management, and personnel functions for the Office of the Secretary, the Defense Minerals Exploration Administration, and the Defense Solid Fuels Administration. In addition, for the Office of the Secretary, the Division administers mail and file, messenger, and transduties of portation services; and exercises control over and provides technical guidance in the administration of records. The Division is composed of the following branches: Central Services, Library Services, Fiscal and Special Services, and Personnel Operations.

> 3.06b The DIVISION-OF BUDGET AND FINANCE-develops policies and objectives governing the budget and finance activities of the Department; has general direction of the development, presentation, and execution of the Department's budget consistent with program requirements; participates in determinations relating to departmental programs and evaluation of the programs in terms of budgetary requirements, including the application of budgetary policy established by the President; provides general direction, through bureau and other agency heads and their staffs, of the development and operation of all financial programs for the Department, and cooperation in this regard with the General Accounting Office, the Bureau of the Budget, and the Treasury Department; controls the apportionment and allocation of funds appropriated to the Department; and represents the Department in connection with budgetary and financial matters before

CHAPTER 3.00 - OFFICE OF THE SECRETARY

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Division of Budget and Finance--Continued

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committees of Congress, the Bureau of the Budget, and other Government agencies. The Division provides general direction of the investigation of all irregularities in the Department, including development of procedures for reporting, investigation, and appropriate disposition of cases. The Division is composed of the following Branches: Budget, Finance, and Investigations.

3.06c The DIVISION OF MANAGEMENT RESEARCH develops policies and programs for management improvement throughout the Department designed to classify and define basic objectives, functions, and organization of the bureaus and to improve methods for the conduct of programs of the Department; participates in determinations concerning departmental programs as they relate to methods of organization and management, including the evaluation of the administrative feasibility and methods of accomplishing proposed changes in policy and programs; reviews programs for the improvement of management throughout the Department, including the development of a system of appraising the effectiveness of management in the bureaus; assists the bureaus of the Department in formulating and effecting changes in organization and methods and recommends departmental action on bureau proposals in this field, including the feasibility of the installation of business machines; conducts specific studies throughout the Department on specialized problems relating to organization and methods, as such services may be required; develops and manages a system of Secretarial and other administrative orders; and represents the Department before other agencies of the Government in respect to matters involving improvement in management activities.

An Incentive Awards Staff, under the administrative direction and supervision of the Director of Management Research, performs staff work for the Interior Incentive Awards Committee on the Department-wide program.

3.06d The DIVISION OF PERSONNEL MANAGEMENT provides departmental leadership and staff guidance in the development and maintenance of a comprehensive personnel management program throughout the Department; develops policies, standards, objectives, and programs designed to establish and maintain an adequate, qualified, and efficient working force; provides general direction of a comprehensive program of personnel administration including position classification, labor relations, wage administration, employment, training, employee relations, inspection, personnel standards, procedures and records, and safety and health;

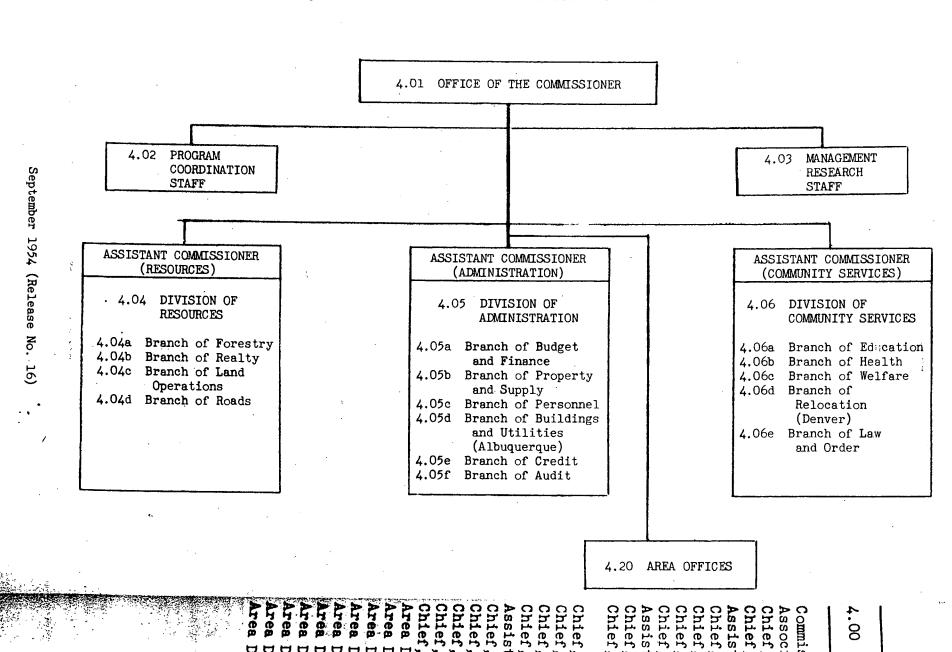
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Figure 3a. ORGANIZATION CHART OF THE BUREAU OF INDIAN AFFAIRS



DEPARTMENT OF THE INTERIOR OFFICIAL ORGANIZATION HANDBOOK

CHAPTER 4.00 - BUREAU OF INDIAN AFFAIRS

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Commissioner. Associate Commissioner. Chief, Management Research Staff. Chief, Program Coordination Staff. Assistant Commissioner (Resources). Chief, Branch of Forestry. Chief, Branch of Realty. Chief, Branch of Land Operations. Chief, Branch of Roads. Assistant Commissioner (Administration). Chief, Branch of Property and Supply. Chief, Branch of Buildings and Utilities (Albuquerque).	Glenn L. Emmons H. Rex Lee Leon V. Langan (Acting) Thomas M. Reid (Acting) Ervin J. Utz Percy E. Melis H. M. Critchfield Evan L. Flory Robert J. Trier W. Barton Greenwood Donald J. Proulx Edward A. Poynton
Chief, Branch of Personnel. Chief, Branch of Budget and Finance. Chief, Branch of Credit. Chief, Branch of Audit. Assistant Commissioner (Community Services). Chief, Branch of Education. Chief, Branch of Welfare. Chief, Branch of Welfare. Chief, Branch of Relocation (Denver). Chief, Branch of Law and Order. Area Director-Aberdeen Area Office. Area Director-Billings Area Office. Area Director-Gallup Area Office. Area Director-Juneau Area Office. Area Director-Juneau Area Office. Area Director-Munneapolis Area Office. Area Director-Muskogee Area Office. Area Director-Phoenix Area Office. Area Director-Portland Area Office.	C. Earl Lamson Fred H. Massey Albert Huber John R. Lynn (Acting) Selene Gifford Hildegard Thompson James R. Shaw Robert W. Beasley Charles F. Miller William B. Benge William O. Roberts Will J. Pitner John M. Cooper William Wade Head William H. Olsen E. Morgan Pryse Paul L. Fickinger (Vacant) Don C. Foster Leonard M. Hill

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GENERAL

CREATION AND PURPOSE. The Bureau of Indian Affairs was created in the War Department in 1824 and transferred to the Department of the Interior at the time of its establishment in 1849.

The purpose of the Bureau of Indian Affairs is to discharge the responsibility assumed by the United States by treaty or otherwise for the orderly incorporation of American Indian groups and individuals into our national life. Its main objectives are: the creation of conditions the Bur under which the Indians will advance their social and economic adjustment for man in the complex world in which they find themselves; the adaptation of native institutions and attitudes to best secure such adjustment; the organization of Indian tribes to enable them to manage their own affairs; the termination, at the appropriate times, of Federal supervision and services special to Indians.

COMPOSITION. The Bureau of Indian Affairs consists of a central office in Washington, D. C. and area offices and subordinate field installations located throughout the country and in Alaska. The central office is headed by the Commissioner of Indian Affairs; the area offices are headed United by area directors; and the major field installations are under superin- tion an tendents. There are about 60 Indian agencies and major field installations including boarding schools, hospitals, medical centers, sanatoriums and mai and irrigation projects. There are also about 500 minor field installations including field relocation offices in a few large cities.

HEADQUARTERS ORGANIZATION

The central office in Washington consists of the Office of the Commissioner and three staff divisions: Resources, Community Services, and Administration. Each division is under an Assistant Commissioner. Its work is divided among a number of branches, each concerned with a major function or process of the Bureau. These branches formulate policies, procedures, and standards, and develop plans, review operations soil and coordinate activities related to the function described for each.

4.01 OFFICE OF THE COMMISSIONER. The Commissioner of Indian Affairs is responsible for the direction and supervision of all of the activities practice of the Bureau of Indian Affairs. He is assisted in the carrying out of these responsibilities by the Associate Commissioner and three Assistant 4.04d Commissioners. The Office of the Commissioner consists of the Commission Coation the Associate Commissioner, the Program Coordination Staff, and the Management Research Staff.

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CHAPTER 4.00 - BUREAU OF INDIAN AFFAIRS

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4.02 PROGRAM COORDINATION STAFF. The Program Coordination Staff provides staff assistance in the planning, developing and coordinating of all bureau-wide program activities including those directed toward the ultimate goal of transferring present special Federal responsibility for individual tribes to States, local governments, and the Indians themselves.

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- 4.03 MANAGEMENT RESEARCH STAFF. The Management Research Staff evaluates and recommends improvements in organization and procedures; reviews, controls, and coordinates reporting activities and administrative issuances of the Bureau; gathers and presents statistical and other information necessary for management purposes; and conducts the information activities of the Bureau.
- 4.04 DIVISION OF RESOURCES. The Division of Resources, under the direction of an Assistant Commissioner, provides general staff direction, coordination, and control of activities related to the development, conservation, and utilization of Indian resources.

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4.04a The BRANCH OF FORESTRY conducts staff activities related to the management and protection of forest land and timber resources which the United States Government holds in trust for Indians, including the preparation and execution of sustained yield management plans for merchantable timber: fire and pest protection; promoting maximum yield of forest products: anatoriums, and maintenance of favorable conditions for water yield and stream flow.

> 4.04b The BRANCH OF REALTY conducts staff activities related to providing an adequate land base for Indian use; combining scattered holdings of individuals and groups into economic units in order to facilitate conservation and utilization; conserving and promoting the development of mineral resources; obtaining, through leasing, effective use of lands not used by Indian owners; regulating the alienation of Indian land; granting of rights-of-way; and protecting titles and claims.

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4.04c The BRANCH OF LAND OPERATIONS conducts staff activities related operations to soil and moisture conservation operations; the management and conservation of range and wildlife resources; the design, construction, operation and maintenance of irrigation projects and related power systems on Indian lands; and the improvement of Indian farm and home management activities practices.

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Assistant 4.04d The BRANCH OF ROADS conducts staff activities related to the Commission location, construction, and maintenance of roads and road systems on 1 the Indian lands.

- 4.05 DIVISION OF ADMINISTRATION. The Division of Administration, under the direction of an Assistant Commissioner, provides general staff direc-cationa tion, coordination, and control of budget, finance, audit, property managemental ment, plant construction, personnel, and credit activities of the Bureau.
- 4.06b 4.05a The BRANCH OF BUDGET AND FINANCE conducts staff activities relateservice essenti: to all financial management (except audit) within the Bureau including and red Federal and tribal budget formulation and execution and fund accounting.
- 4.05b The BRANCH OF PROPERTY AND SUPPLY conducts staff activities related to property acquisition, distribution, storage, and utilization and maintenance of buildings and utilities, and provides office services prevent for the Washington office.
- 4.05c The BRANCH OF PERSONNEL conducts staff activities related to personnel management including classification, wage board administration, recruitment and placement, and employee and labor relations.
- 4.05d The BRANCH OF BUILDINGS AND UTILITIES (Albuquerque) provides architectural, engineering, and construction services in the design and construction of buildings and for water, sewer, electric, radio and telephone systems. A liaison officer is on duty in the central office in Washington.
- 4.05e The BRANCH OF CREDIT conducts staff activities related to providing loans to Indians, aids them in obtaining credit from other governmental and nongovernmental sources for financing developmental activities, and furnishes them advice and guidance in credit and other modern business practices.
- 4.05f The BRANCH OF AUDIT makes independent appraisals and reviews of accounting and financial operations in the central and in field offices, including budgetary, commercial type accrual, proprietary, and costs fields, and covering appropriation, revenue, and expenditure transactions in gratuity appropriations and in tribal and individual trust funds.
- 4.06 DIVISION OF COMMUNITY SERVICES. The Division of Community Services, under the direction of an Assistant Commissioner, provides general staff direction, coordination, and control of activities which involve the health, welfare, relocation, and education of Indians and law enforcement.

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4.06a The BRANCH OF EDUCATION conducts staff activities to provide educational opportunities to meet the needs of Indian children in the contirty manage nental United States and Indian and native children of Alaska.

> 4.06b The BRANCH OF HEALTH conducts staff activities to provide medical services to Indians through numerous hospitals and clinics and activities essential to lowering the incidence and severity of communicable diseases and reducing infant mortality.

> 4.06c The BRANCH OF WELFARE conducts staff activities to provide social services for needy Indians, including financial and other assistance, prevention of delinquency, and child and family welfare.

4.06d The BRANCH OF RELOCATION (Denver) conducts activities designed to secure steady employment for Indians, to assist them in relocating in communities where employment is available, and to develop opportunities for vocational training for adult Indians. Field offices in a few principal cities where Indians are relocated are under the direct supervision of the head of this branch. A liaison officer is on duty in the central office in Washington.

4.06e The BRANCH OF LAW AND ORDER conducts activities related to the maintenance of law and order on Indian lands not under State jurisdiction and the regulation of trading activities on Indian reservations.

FIELD ORGANIZATION

4.20 AREA OFFICES. For the purpose of administering its field activities, the Bureau of Indian Affairs has divided the continental United States and Alaska into a number of areas. Each is designated by the name of the city in which the area office is located. An area director is in charge of the office, directs and supervises all Bureau activities in the area (except relocation offices) and reports to the Commissioner of Indian Affairs. Technical staff assistance and, wherever feasible, centralized administrative services are provided by the area office for the Indian agencies and other field installations. Program activities and tribal business operations, however, -which by their nature must be performed at the local level -- are conducted by the field installations. The superintendent or other official in charge of an agency or other field installation is responsible to the area director of the area in which the installation is located.

Typical area office organization: (Entire organization does not exist in all areas.)

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CHAPTER 4.00 - BUREAU OF INDIAN AFFAIRS

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4.20a A DIVISION OF RESOURCES, under the direction of an assistant area director, conducts technical staff activities related to the management and protection of land, timber, and other Indian resources; the operation of soil and moisture, range, and wildlife conservation programs; the designojec construction, operation, and maintenance of irrigation projects and relate power systems; the location, construction, and maintenance of roads and road systems; and the provision of assistance in farm and home management to the

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4.20b A DIVISION OF ADMINISTRATION, under the direction of an assistant area director, provides centralized administrative services for Indian agencies and other field installations wherever feasible and conducts

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technical staff activities related to Federal and tribal budgets and fund accounting; property acquisition, distribution, storage and utilization; ABERDE maintenance of buildings and utilities and provision of engineering and construction services for buildings and for water, sewer, electric, radio, and telephone systems; and personnel management, including classification wage board administration, recruiting and placement, and employee and lab

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relations.

4.20c A DIVISION OF COMMUNITY SERVICES, under the direction of an assistant area director, conducts technical staff activities related to the education of Indian children; the furnishing of hospital, clinic, and other medical services; the provision of social services; the development of opportunities for vocational training for adult Indians; assisting them in securing steady employment; the maintenance of law and order on Indian lands; and the regulation of trading activities on Indian reservations.

- 4.21 SUBORDINATE FIELD INSTALLATIONS. The principal types of field installations subordinate to the area offices are as follows:
- 4.21a AGENCIES. Agencies may conduct several or all of the activities ANADARI of the Bureau of Indian Affairs on one or more reservations in contrast to other types of field installations, the activities of which may be specialized.

- 4.21b BOARDING SCHOOLS. Boarding schools are used for the education of Indian children who otherwise would not be able to attend school. Some of these schools offer high school and vocational traing courses.
- 4.21c HOSPITALS, MEDICAL CENTERS, AND SANATORIUMS. Hospitals, medical centers, and sanatoriums provide institutional medical services to Indians. Some serve as the center of bureau-wide health programs, particularly those specializing in tuberculosis.

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4.21d IRRIGATION PROJECTS. Irrigation projects have as their primary purpose the supplying of water to Indian lands. In some cases they serve non-Indians. Incidental power systems supply electric services for the nd relate project and adjacent areas.

4.21e AREA FIELD OFFICES. Area field offices conduct activities similar to those of an agency but reduced in scope.

4.29 LOCATIONS OF FIELD OFFICES. Locations of area offices, the States comprising each area, and the principal field installations under each, appear below.

ABERDEEN AREA OFFICE, ABERDEEN, S. DAK. (North Dakota, South Dakota, and Nebraska:

Nebraska:

Winnebago Agency, Winnebago

North Dakota:

Fort Berthold Agency, New Town Standing Rock Agency, Fort Yates Turtle Mountain Consolidated Agency, Belcourt

Wahpeton School, Wahpeton

South Dakota:

Cheyenne River Agency, Cheyenne Agency

Crow Creek Agency, Pierre Flandreau School, Flandreau Pierre School, Pierre Pine Ridge Agency, Pine Ridge Rosebud Agency, Rosebud

Sioux Sanatorium, Rapid City Sisseton Area Field Office, Sisseton

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ANADARKO AREA OFFICE, ANADARKO, OKLA. (Kansas and part of Oklahoma -see Muskogee Area Office for other offices in Oklahoma):

Kansas:

Haskell Institute, Lawrence

Potawatomie Area Field Office, Horton

Oklahoma:

Chilocco School, Chilocco

Osage Agency, Pawhuska

Southern Plains Agency, Anadarko

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DEPARTMENT OF THE INTERIOR OFFICIAL ORGANIZATION HANDBOOK

CHAPTER 4.00 - BUREAU OF INDIAN AFFAIRS 4.29 4.29-1 4.29 MUSKEG BILLINGS AREA OFFICE, BILLINGS, MONT. (Montana and Wyoming): Office Montana: Missi. Blackfeet Agency, Browning Crow Agency, Crow Agency Flathead Agency, Dixon Flathead Irrigation Project, St. Ignatius Fort Belkmap Consolidated Agency, Harlem Fort Peck Agency, Poplar PHOENI Northern Cheyenne Agency, Lame Deer Offic-Wyoming: Nevad Wind River Agency, Fort Washakie GALLUP AREA OFFICE, GALLUP, N. MEX. (New Mexico, Colorado, part of Arizona--see Phoenix Area Office for other offices in Arizona; and Intermountain School, Brigham City, Utah): Arizona: Navajo Agency, Window Rock Colorado: Consolidated Ute Agency, Ignacio New Mexico: Jicarilla Agency, Dulce Mescalero Agency, Mescalero United Pueblos Agency, Albuquerque Zuni Area Field Office, Zuni JUNEAU AREA OFFICE, JUNEAU, ALASKA (Territory of Alaska and Seattle Liaison Office, Seattle, Washington): Alaska: PORTLA Mt. Edgecumbe School and Medical Center, Mt. Edgecumbe excep-MINNEAPOLIS AREA OFFICE, MINNEAPOLIS, MINN. (Minnesota, Wisconsin, and Cherokee Agency, Cherokee, North Carolina): Minnesota: Consolidated Chippewa Agency, Cass Lake Red Lake Agency, Red Lake Wisconsin: Menominee Agency, Neopit Great Lakes Area Field Office, Ashland

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CHAPTER 4.00 - BUREAU OF INDIAN AFFAIRS

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MUSKECEE AREA OFFICE, MUSKOGEE, OKLA. (Part of Oklahoma--see Anadarko Area Office for other offices in Oklahoma; Choctaw Area Field Office, Philadelphia, Mississippi; and Seminole Agency, Dania, Florida):

Oklahoma:

Five Civilized Tribes Agency, Muskogee Sequoyah School, Tahlequah Quapaw Area Field Office, Miami

PHOENIX AREA OFFICE, PHOENIX, ARIZ. (Part of Arizona--see Gallup Area Office for other offices in Arizona; Sherman Institute, California; Nevada; and Utah--except Intermountain School, under Gallup Area Office):

Arizona:

Colorado River Agency, Parker
Fort Apache Agency, White River
Hopi Agency, Keams Canyon
Papago Agency, Sells
Phoenix Medical Center, Phoenix
Phoenix School, Phoenix
Pima Area Field Office, Sacaton
San Carlos Agency, San Carlos
San Carlos Irrigation Project, Coolidge

California:

Sherman Institute, Riverside

Nevada:

Nevada Agency, Stewart

Utah:

Uintah and Ouray Agency, Fort Duchesne

PORTLAND AREA OFFICE, PORTLAND, OREG. (Idaho, Oregon, and Washington-except Seattle Liaison Office, under Juneau Area Office):

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Idaho:

Fort Hall Agency, Fort Hall Northern Idaho Agency, Lapwai

Oregon:

Chemawa School, Shemawa Klamath Agency, Klamath Agency Umatilla Agency, Pendleton

Warm Springs Agency, Warm Springs

Washington:

Colville Agency, Nespelem
Tacoma Medical Center, Tacoma
Wapato Irrigation Project, Wapato
Western Washington Agency, Everett
Yakima Agency, Toppenish

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SACRAMENTO AREA OFFICE, SACRAMENTO, CALIF. (California, except Sherman Institute, under Phoenix Area Office):

California:

California Agency, Sacramento

PLACES TO OBTAIN INFORMATION AND MAKE REQUESTS

4.30 <u>Inquiries and Requests</u>. Information concerning the policies and programs of the Bureau of Indian Affairs may be secured by addressing the Commissioner of Indian Affairs, Department of the Interior, Washington 25. D. C.

Free publications relating to the history and languages of the India may be obtained from the Bureau of American Ethnology, Smithsonian Institution, Washington 25, D. C.

Figure 3b. AREA AND FIELD OFFICES OF THE BUREAU OF INDIAN AFFAIRS

Figure 3b. AREA ANT FIELD OFFICES OF THE BUREAU OF INDIAN AFFAIRS

